DOCUMENT RESUME

ED 037 029 EF 001 314

TITLE	New York State Title III NDEA Planning Guide. Revised Edition, 1967-68.
INSTITUTION	New York State Education Dept., Albany.; State Univ. of New York, Albany.
PUB DATE	68
NOTE	27p.
EDRS PRICE	EDRS Price MF-$0.25 HC-$1.45
DESCRIPTORS	*Educational Finance, *Federal Aid, *Federal Programs, *Financial Support, *Planning, School Planning

ABSTRACT

This document provides guidelines for public school authorities who wish to avail themselves of the opportunities provided by the Title III NDEA programs. The document outlines participation in the program in terms of--(1) application procedures, (2) reimbursement procedures, (3) special projects, (4) priority considerations, (5) basic standards for the approval of projects, and (6) special equipment and furniture. (GM)

ED037029

THE UNIVERSITY OF THE STATE OF NEW YORK
The State Education Department
Albany, New York
12224

NEW YORK STATE

TITLE III NDEA

PLANNING GUIDE

Revised Edition
1967-68

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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EF 001 314

An explanation of the standards and procedures to be used by the public schools of the State in obtaining approval of projects submitted under the provisions of P.L. 85-864 (NDEA), Title III. Sections 301-304, and the New York State Plan, as approved by the U.S. Commissioner of Education, February 2, 1959, as amended.

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PREFACE

The 1966-67 local assistance program under NDEA III made available $4,373,027 of special funds to school districts of this State. Regrettably, this amount was $150,000 less than that made available to this State in 1965-66 and represents considerably less than the amount authorized under the act itself. In spite of the many newly enacted federal aid to education bills of the past several years, local district request for funds under NDEA III have continuously increased. In fact, in 1966-67 this office approved more than $13,000,000 in Priority I and II projects and therefore had to provide less than 50% reimbursement for certain categories of projects. Unfortunately, the situation for 1967-68 does not look much better. It should be noted that the Federal Bureau of the Budget has proposed a 41% cut in the NDEA III national appropriation for 1967-68 from $79.2 million to $47 million. A similar situation occurred in 1966-67 but local pressure forced a restoration of much of the then intended appropriation cuts.

In my opinion, NDEA III offers an opportunity not provided under any other Federal aid program--enrichment of the basic school programs. It is not money designed for the neglected but for the general school population. As more and more critical subject areas are added annually, the program comes closer and closer to approaching general aid. I believe the potentials for NDEA III to be great. It is my hope that Congress can be made to realize these facts and move to support rather than weaken this program.

Richard C. Schilling
Supervisor of Federal Aid Planning

SPECIAL INFORMATION

Important Notice

Due to an anticipated continued reduction in funds allocated to New York State under NDEA Title III, special care should be given to the "priority procedures" detailed on page 9 . It is anticipated that no payment will be made for Priority II projects until all Priority I projects have been granted 50% reimbursement approval (or, if funds prove to be insufficient, at a percentage less than 50).

The instructions given in this Planning Guide and on the 1967-68 forms provided should be followed explicitly. The use of forms which deviate from or are altered will delay processing or mandate the return of the application. Department forms should be duplicated when additional pages are needed.

Items must be listed under one of the named critical areas. Audio-visual and other equipment having uses in several critical areas must be listed under the single area of major use. Social Studies is not a critical area; however, geography, civics, history and economics are critical areas. Audio-visual and Library are NOT critical areas.

Each school district will be eligible to submit two applications for 1967-68 fiscal year. Applications must be submitted by August 15, 1967. All applications not in the Division of Educational Finance by the deadline date or not postmarked by such date will be returned unapproved. Applications will be processed in the order received.

Further information required by this office should be sent by letter, <u>in duplicate</u>. Schools requiring changes in vendors, quantities, make, models, or price increases in excess of 10% for items of $50 or more (unit price) should also send duplicate copies. One copy will be returned authorizing the issuance of purchase orders. Orders placed or changes made without written prior approval are not reimbursable. It is necessary to return the application form only when requested.

Delays in processing are encountered when the invoices submitted with the Claims for Reimbursement do not contain all of the descriptive information and prices given for the approved items in the Requests for Approval. Submission of complete descriptive information and prices on or with both forms is necessary. A summary description and total amount, even though referenced, cannot be accepted.

Important Notice--1967-68 Applications

For purposes of planning the 67-68 NDEA III Application a district should not exceed a total of $2.80 times the student enrollment of the district ($1.40 times enrollment for reimbursement) as further described on page 10.

I. FOREWORD

Congress extended the Title III provisions of the National Defense Education Act of 1958 until June 30, 1968. The area of industrial arts has been added to science, mathematics, history, civics, economics, geography, modern foreign languages, English and reading. These ten subjects will be referred to as the critical subjects. Title III NDEA is designed to provide financial assistance to the public schools, on a 50-50 matching basis, for the purchase of prior approved equipment, materials, and minor remodeling, for strengthening instruction in these critical subjects.

The purpose of this Planning Guide is to explain how public school authorities may avail themselves of the opportunities provided by the Title III NDEA program. The advisory services of the Department's administrative and supervisory staff are available upon request to aid in the application and efficient use of Title III NDEA funds.

The basic guidelines for the operation of Title III NDEA in all states are established by the Office of Education of the U.S. Department of Health, Education and Welfare. The Title III NDEA program in New York is administered by the State Education Department under a Federally recognized and approved State Plan. This Plan does not necessarily interpret the Federal provisions in the same manner or degree as is done by other states. The State reserves the right to approve any project application in whole or in part.

For a school district or other agency to be eligible for Federal assistance under any program administered by the U.S. Office of Education, the official governing body is required to furnish an assurance of compliance with the Civil Rights Act of 1964. These forms were mailed to schools in January 1965.

Lists of equipment and materials recommended in this Guide are not exclusive or closed in any way. The State Education Department reserves the right, under the State Plan, to approve the purchase of materials and equipment of a worthwhile nature, although such materials and equipment may not appear on any required or recommended State list. School authorities are expected to use standards of educational suitability and durability for purchases comparable to the standards employed in State recommendations.

A Board of Cooperative Educational Services must have full administrative control and direction of classes to qualify for a Priority I rating for instructional equipment, materials and minor remodeling in the critical areas. In submitting an application for Priority I rating BOCES should follow the regular procedures as described in the Planning Guide. Lacking such control and direction a BOCES is eligible only for audiovisual category, test grading equipment and minor remodeling related to these. Applications submitted under this latter plan (audiovisual etc.) will be considered only for Priority II rating.

Any applicant whose project has been denied in whole or in part by the State Education Department may submit to the Department, by letter postmarked no later than ten days after the postmark date of the written notification of denial by the State Education Department, a request for a hearing, to take place no sooner than five days, nor later than ten days, after the postmark date of the written notification by the Department to the aggrieved party of the date, time, and place of the scheduled hearing. Said hearing will take place at the State Education Building in Albany before a committee appointed to review the project application in detail, and make suitable recommendations to the Supervisor of Federal Aid Planning.

II. HOW TO PARTICIPATE

It is most important that local school administrators involve teachers, supervisors, curriculum personnel, school librarians, audiovisual personnel, and others concerned with the improvement of instruction in the planning and the development of coordinated projects.

The following steps are recommended in project planning and approval:

1. Reexamine present program in order to determine (A) weaknesses and gaps in instruction, (B) needed changes in objectives or direction, and (C) the equipment and materials needed in updating the instructional program.

2. Develop an appropriate step-by-step plan for strengthening the teaching of the critical subject under consideration.

3. Consult this Planning Guide to determine eligibility for Title III NDEA participation.

4. Complete Application for Approval of Projects (Priority I-Form A).

   a. An item having functions in several areas must be listed under its major single critical area. Justifications, however, may include several critical areas of intended use.

   b. Items should be grouped into closely related parts of a well-planned project or proposal.

   c. An itemized description and current costs of the equipment and materials to be acquired and/or minor remodeling to be performed must be given. Transportation costs are a justifiable expense in connection with approved items and are allowable for reimbursement when listed on receipted invoices.

   d. The pages of each application should be suitably numbered as an aid in locating and identifying items requiring further examination.

5. Requests for Approval and Claims for Reimbursement for projects such as science furniture, electronic classrooms, and others involving multiple parts must list and show individual prices for the components.

6. Send two completed copies of Application for Approval of Projects, (Form A), to the Division of Educational Finance, State Education Department, Albany, New York 12224. The deadline for requests for approval is August 15, 1967.

7. One copy of the Application for Approval will be returned to the school.

Equipment: Order only those items for which approval has been granted. Do not order questioned items until actual approval has been given, in writing, by Division of Educational Finance. Each item must be approved before a purchase order is placed, if reimbursement is to be claimed.

Materials: Order only items which are appropriate to the more general categories (films, transparencies, etc.) which have been approved. Do not order any items under questioned categories until written approval has been granted for those categories by the Division of Educational Finance.

8. Approval, upon adequate justification, is granted to purchase a certain quantity of a specific item from a stated vendor at an approximate price. Price increases greater than ten percent for items with unit cost of $50 or more; must be requested in writing and permission granted, prior to ordering. Requests for changes must clearly identify the date of the original approval application, the critical subject area and the page number of each item involved. Letters requesting changes must be sent in duplicate so that a copy is available to return for the school's information and file.

   When projects or items in projects have been approved by the Title III Office and have not been actually purchased in the same fiscal year, these must be submitted for reapproval in following years to be eligible for purchase. Mention can well be made at the later date of the previous approval and the date, as this fact may help to facilitate screening details such as specification.

   Bids may be requested prior to approval. No agreement to purchase may be made prior to approval by the Division of Educational Finance. Sufficient time for processing should be anticipated.

9. Invoices submitted with the Claim for Reimbursement, must match and contain all of the information given for the approved items in the Request for Approval.

10. Districts are advised to ask vendors to supply duplicate invoices for all purchases of equipment and materials.

11. It is necessary to return the application form to Division of Educational Finance only when requested.

IV. REIMBURSEMENT PROCEDURES

Important

The accounting basis to be used in determining and reporting expenditures, eligible for reimbursement from Federal funds under Title III NDEA, will be based upon purchase orders issued and/or contracts entered into as a result of prior approvals granted. Encumbrances so established by June 30, 1968, will lapse on June 30, 1969. Encumbrances established by contracts involving minor remodeling wherein additional time is required, will lapse on June 30, 1970.

Within 60 days after an approved Request for Approval has been returned to the district, schools will submit two copies of a Report of Approvals Committed. No copy is intended for return to the school. This form will list the purchase orders or contracts issued as a result of the 1966-67 prior approvals granted. Purchase orders or contracts for minor remodeling must be listed under the relevant single critical areas of major use.

The allocation of Federal funds for the local agencies will be made on the basis of their 60 day Report of Approvals Committed.

Available funds will be distributed in the order in which these acceptable Reports are filed, in accordance with the stipulated deadline date, and with due consideration for the priorities as explained on page 9.

The following concern reimbursement:

Invoices submitted with the Claims for Reimbursement must match and contain all of the information given for the approved items in the Requests for Approval. A summary description and total amount, even though referenced, can not be accepted.

1. After an acceptable Report of Approvals Committed has been filed, and as approved expenditures are completed for the purchases listed in the Report, Claims for Reimbursement must be filed with the Federal Aid Section, Division of Educational Finance. No more than two Claims for Reimbursement may be submitted under a fiscal year's Title III NDEA project approvals.

2. The claims must be made in duplicate on the Claim for Reimbursement Form (FA-864-III) supplied by the Division of Educational Finance. These must be correctly and completely filled out, and have one copy of each paid invoice included.

3. The items claimed will be checked against the approved items in the Report of Approvals Committed. In the case of minor remodeling, please refer to page 21.

4. The processing of claims will be expedited when items in the Report of Approvals Committed and in the Claims for Reimbursement are listed in the same order and give the same information as in the Applications for Approval.

V. DEFINITIONS

As a guide to school authorities on expenditures approvable for reimbursement on a matching basis under Title III NDEA, the terms most frequently used are defined as follows:

"Critical Areas" - means science, mathematics, history, civics, geography, economics, modern foreign languages, English, reading and industrial arts.

"Science" - means the pure physical and biological sciences, not the social sciences.

"Mathematics" - means the study of shape, arrangement, and number, through units or courses required or offered in elementary or secondary schools.

"Modern Foreign Languages" - means languages, other than English, which are currently used as a common medium of communication by some substantial segment of the world population. Latin is not in this category.

"Civics" - means the study of local, State, and national government. Emphasis is placed on citizenship education.

"History" - means the branch of knowledge that deals with the recording and analyzing of past events.

"Geography" - means that field of learning in which the characteristics of particular places on the earth's surface are examined, especially in relation to peoples and cultures.

"Economics" - means the study of human behavior as it is conditioned by scarcity based on the fact that demands are greater than the supply can provide.

"English" - means instruction in ability to understand the structure of the language, to read and interpret literature with understanding and appreciation, to write with clarity and logic, and to develop effective skills for oral communication.

"Reading" - means the process of obtaining and thinking through ideas and information equivalent to that otherwise obtained by listening to someone talk. It also means communicating with and reacting toward the author, getting the sense of the language that was recorded by a person often unknown and unrecognized in place or time.

"Industrial Arts" - means activity oriented instruction in the application of technology as a program of general education. It includes a body of common knowledge; basic skills; attitudes and understandings; all related to tools, materials and forces.

"Equipment" - means fixed or movable articles (not an integral part of the building) which are used by teachers in teaching, in preparing audiovisual aids, or by students for learning, in the instructional programs of the critical areas. This includes audiovisual equipment, such as projectors, tape recorders, television receivers, and equipment auxiliary to these. It also includes specialized storage equipment to be used solely for the care and protection of approvable items, as well as science furniture and electronic classroon tables and equipment. Equipment means articles or teaching devices which are relatively permanent in nature, with expected use to be a period of more than one year.

Equipment to be acquired may be new or used equipment as long as fair value is received. Approvable equipment will not include such items as general-purpose furniture; filing cabinets for office use and wardrobes for personal belongings; general storage facilities; items for the maintenance and repair of the school plant; radio or television broadcasting apparatus, or intercommunications systems.

"Materials" - means those items which with normal care and use may be expected to last more than one year and are suitable for providing education in one or more of the critical areas. Approvable materials include supplemental and reference books in quantities not exceeding four per subject classroom. These may also be pamphlets, periodicals, tapes and discs, laboratory materials (not consumed in use), photographs, realia, slides, braille materials, constructs, and mounted specimens. Materials may be approved for student and teacher use.

Materials for the exclusive use of the teacher in producing permanent instructional materials are eligible if they will be used for strengthening instruction in a critical area. This fact must be completely documented and the items listed separately.

Programed learning materials, when not consumed in use, and with specific justification, may be approved in very limited quantities for certain specialized instruction of students doing remedial or enrichment work. They are also approvable for the professional improvement of teachers.

"Textbooks" - means books dealing with a definite subject, appropriate for use at a specified level of instruction, and used as a principal source of study material for a given class or course with copies expected to be available for individual use. Any book or books used as the principal source of study material for a given class or group must be excluded for purchase under Title III NDEA. The Federal interpretation of an ineligible book includes one used simultaneously by each member of a class or group even for a short period of time. A textbook, other than the official textbook, however, may be an approvable item when justified as a reference book and requested in limited quantities not in excess of four per subject classroom. Review books for individual pupil use are classified as textbooks and as such are not approvable. For more information concerning books, see pages 13 and 14.

"Supplies" - means items which are expendable, consumed in use, cut up, or which have a normal life of less than one year. Chemicals, bottled gas, specimens for dissection, sheet metal, wire, glass tubing, dry cells, blank film, maintenance materials, and replacement parts are examples of supplies. Blank slides or blank tapes, since they are of a general purpose nature, may be approved as materials only when specific durable subject matter is to be fixed or transposed on them for teaching purposes, and these uses are carefully documented in the justification for the project involved. Tests, testing materials, and workbooks are supplies. Supplies are not approvable.

VI. SPECIAL PROJECT

The enrichment of instruction in one or more or of the critical subject areas is the primary objectives of Title III NDEA. This is an acquisition program involving approved equipment, materials and/or minor remodeling. Enrichment means that the projects proposed and the items requested to implement the projects will encourage instruction which is over and beyond that which is ordinarily provided. The size, staffing and economic status of the school district involved in each proposed project may also enter into the meaning of the term "enrichment."

A project is a specific and clear-cut proposal by a school district to do something which will aid in the upgrading of instruction in one or more of the critical subject areas. The project must necessarily be well planned and completely documented as to what it is proposed to do, why, where, when, and how.

VII. -PRIORITIES-

Priority I projects will be the only regularly acceptable projects for the 1967-68 fiscal year. Principles established by the New York State Plan for determining priorities in projects submitted for approval will be applied to project applications in the following order:

Priority I: This rating will be given to enrichment projects related to critical subject areas. Some characteristics of desirable Priority I projects include: correlation with both immediate and long-term instructional improvement objectives; specific statements as to the actual course names within the critical subject areas involved, such as biology or chemistry in science, advanced calculus in mathematics, or American history, and also the grade levels in each case and/or the special segment of the school population to be served; assurance that full use will be made of existing local resources, such as outstanding personnel, collections, museums, and laboratories, both indoor and outdoor; implementation of the project by requests for items which fit project needs as to suitability, type and quantity, as well as providing reasonable quality and durability; promise of adequate pupil participation and usage because of well-trained teaching personnel, suitable housing and well-planned pupil scheduling; agreement with existing Federal and State requirements and regulations; evidence that the project leads to qualitative rather than merely quantitative improvement in instruction.

PRIORITIES (Con't.)

Some suggestions toward the selection of project of a special nature which could be acceptable under Priority I are: mathematics for a wide range of abilities; longer sequences of foreign language study, including the use of electronic classroom teaching devices; new concepts and methods for teaching the natural and/or physical sciences, including the possible use of a planetarium in earth science; the introduction of elementary science; expanded laboratory experience facilities for junior high science; open-ended programs in subjects as history, geography, reading, and English for the academically talented.

Priority I projects must be limited to one or two critical subject areas per application. Not more than two Priority I applications will be accepted from any given district.

Priority II: This rating may be given to certain special applications which have merit in meeting some basic Title III objectives but which lack meeting Priority I project requirements. Some examples of projects which may fall into this category are: film libraries, durable materials production centers, audio-visual libraries, curriculum materials centers, pupil study centers, teacher professional improvement materials, and television receiving set-ups.

It is anticipated that no reimbursement will be made for Priority II projects until all Priority I projects have first been adequately covered financially.

SPECIAL NOTE: In planning the scope of 1967-68 NDEA III projects, local educational agencies are advised that the total 1967-68 reimbursement must be limited to a ceiling of $1.40 per pupil identified in the Fall 1967 enrollment report (ST-1 on file in the State Education Department). This therefore means that if the sum of the approved projects exceeds the amount of $2.80 per enrolled pupil, reimbursement shall be limited to the above reimbursement ceiling of $1.40. Should additional federal funds become available, this amount may be increased.

VIII. BASIC STANDARDS FOR THE APPROVAL OF PROJECTS

A project must have written prior approval from the Division of Educational Finance before a purchase order is issued or a contract is signed by the local educational agency. Tentative or oral approval cannot be granted.

Eligibility for Federal reimbursement is established by the school in its written justification of intended use for instructional improvement in one or more of the named critical areas of instruction. Lists of "approved items" issued by vendors do not establish eligibility.

Since the use factor is a prime criterion in determining the eligibility of items for purchase with Title III NDEA funds, any project application requesting materials for the exclusive use of the teacher or school staff in preparing durable instructional materials for use in the critical subjects must include full documentation of the intended use and the quantities requested.

A project involving minor remodeling should clearly indicate how the space to be remodeled will be used for providing education in one or more of the critical areas as a classroom, laboratory, test grading facility, or audiovisual library.

The equipment and materials must relate to increased knowledge, understanding, or skill on the part of the student in the critical areas. The competency of the staff members who will use the equipment or materials should be considered in selecting the type and quality of items to be purchased.

State-approved projects will include programs or courses following or developed within the framework of the State syllabuses, or such programs or courses of study approved by the State Education Department for experimental purposes.

Items should be purchased in quantities appropriate to the local instructional program following the guidelines established in the various State Education Department publications, including: syllabuses, handbooks, curriculum leaflets, and equipment inventories.

There is nothing inherent in equipment which in and of itself determines eligibility. Rather it is the use to be made of the equipment and its direct relationship to instruction in the critical subjects which determine its eligibility for purchase under an approved project.

Where possible, provision should be made for items which permit experimentation by individual pupils in the critical areas, replacing the teacher demonstation method.

Adequate provision for care, protection, and storage of equipment should be made. Repair, service and maintenance expenses are not approvable.

Costs for installing equipment (as setting up and connection to under floor mains) are considered a part of the costs of equipment and not minor remodeling.

The initiation of lease or rental purchase agreements is not approvable.

In accordance with Federal regulations, reimbursement may not be allowed for equipment or materials which can be identified as originating, in or exported from, a Communist country, unless such equipment is unavailable from any other source.

Advanced Placement - The original and continued intention of the National Defense Education Act of 1958, as amended, has been to aid public schools in obtaining instructional equipment, materials, and minor remodeling which will strengthen their programs in the critical areas.

The alert school administrator will recognize that his highly competent teachers, given adequate laboratories and advanced teaching aids, will meet the challenges of the brighter pupils.

Any public school entering into advanced placement work in the critical areas, may use Title III NDEA funds for the upgrading of its facilities and equipment. When Title III NDEA approval is requested for this purpose, a memorandum to this effect on the application will facilitate the processing of those items not usually requested for high school courses.

Processing Equipment - Processing equipment eligible for reimbursement includes duplicating machines, transparency makers, and related materials, when properly justified as to intended use. Your attention is called to teacher preparation of durable instructional materials on page 16. Printing presses, including offset printing machines, are not eligible unless included as part of an Industrial Arts project.

Maintenance Equipment - Items necessary to keep equipment in working order, such as tube testers, battery chargers, and the like, are not approvable unless they are to be used by students as part of the instructional program of an Industrial Arts project. Repair and replacement parts, such as projection lamps, are not approvable.

Safety Equipment - Safety equipment not commonly provided in classrooms or laboratories is approvable. These include safety showers, goggles, safety shields, and asbestos gloves. Vendor certification that the protective device meets the Standards of the American Safety Code for Head, Eye and Respiratory Protection, Z 2.1 - 1959, should be obtained.

Storage Equipment - Storage equipment is reimbursable when justified to protect approvable equipment or materials. This precludes notebook cases, wardrobe cases, reagent shelving, general file cabinets, glass tubing cases, and items of similar nature.

Inservice Equipment - Equipment used in local district centers for inservice education of teachers is not eligible. This does not preclude professional improvement materials as explained on page 7.

IX. INSTRUCTIONAL EQUIPMENT AND MATERIALS

Supplementary and Reference Materials

The following list includes examples of materials approvable when written justification is evident in the application project description:

Books (Not official texts or workbooks) in limited quantities, including pamphlets, programmed materials, atlases, dictionaries and encyclopedias)
Braille materials
Charts, graphs
Constructs and Dioramas
Disc recording (student foreign language practice records are approvable in very limited quantities for classroom use only)
Films and filmstrips
Globes
Laboratory materials (if not consumed in use)
Magnetic recording tape, blank, (when specifically justified for making clearly identified permanent instructional tapes)
Microfilms
Models
Periodicals (in limited quantities)
Pictures
Professional materials for instructional improvement
Realia
Slides
Tape recordings
Transparencies

Books and other printed materials are approvable in limited quantities when adequate written justification for improvement of instruction in one or more of the critical areas is included in the project description. Limited quantitiy means not more than four copies per subject classroom. The quantity requested should be substantiated in writing on this basis.

Supplemental books under Title III are primarily classroom rather than school library materials, per se. These are books requested by critical subject matter teachers as reference books to supplement their regular textbook materials.

Any book used as the principal source of study material by every member of a class or group, even for a short period of time, is considered to be a textbook and is not eligible for Title III NDEA reimbursement. Workbooks and manuals are in the category of textbooks.

Books, periodicals, and programmed learning materials used as supplemental or reference materials, including atlases and dictionaries, are approvable in quantities of not more than four per classroom when the requested quantities are clearly substantiated by the written justifications. General encyclopedias, atlases, and dictionaries are approvable only for history, civics, geography, economics, English and reading.

Standard equipment for school libraries, such as shelves, carts, card catalog files, furniture, etc., is not eligible.

Professional improvement materials for teachers, such as curriculum bulletins, lab handbooks, methods books, reference works, research reports, and teaching guides, are approvable in limited quantities.

Books and Other Printed and Published Materials

Book selection involves knowledge of the content and level of difficulty and an ability to judge the quality of the content as well as the format. Thus it is essential that the teachers who actually assign the materials to students take part in the selection of all books submitted on project applications.

The approvability of books does not depend so much on the type of book as on the appropriateness for instruction. For example, biographies of scientists may be appropriate for one project, but not for another.

For modern foreign languages, books or periodicals on any subject written in the foreign language taught in the school are eligible.

Support under Title III for "reading" includes both the development of skill in the perception and understanding of written discourse and the use of this skill to study and to inform and entertain oneself. Also included are remedial reading and the work of the reading clinic, together with the normal reading activities of the language arts program and courses in English and literature.

Books included under the "reading" category should be selected with concern for such factors grade levels, reading readiness, group reading comprehension and reading improvement objectives. Extensive lists of specialized or technical subject matter books, without evidence of correlation with such factors as the aforementioned, are not desirable as supplementary reading materials.

There can be Federal participation in the purchase of processed books when the processing cost is a part of the purchase price. The cost of processing books for the library after they have been purchased is not allowable.

Audiovisual Equipment and Materials

Audiovisual equipment and/or materials should be acquired as the result of a need for strengthening the instructional program in one or more of the critical

areas. Requests should be listed under the single critical area of major use. Equipment for large-group instructional areas may be approved when adequate justification is given.

It is recommended that schools attempt to standardize satisfactory A-V equipment acquisitions, in order to provide more efficient teacher use and better services.

Following is a partial list of audiovisual equipment which may be eligible for reimbursement. These lists are not exhaustive. Local school systems should not hesitate to request and justify other items consistent with the examples cited.

Classroom darkening equipment
Filmstrip previewers
Flannel and magnetic boards
Microfilm reader-printers
Portable stands with amplification for large-group instruction
Projection wall screens
Projectors: 16mm, 8mm, filmstrip, microfilm, opaque, overhead, and slide
Record or transcription players
Stands for heavy (total 30 pounds or more) equipment
Stereoscopes
Tape recorders and playbacks
Teaching machines, tachistoscopes
Television receivers

The approval of mobile audiovisual stands, to be used for transportation and storing related equipment, will depend on the adequacy of the justification of intended use with consideration for the total weight involved.

Audiovisual screens and room-darkening fixtures are general-purpose equipment and can be approved only for the named critical instructional areas. An adequate justification must state the intended use for instructional improvement in an identified critical area or areas. Itemize room-darkening fixtures by room, giving vendor, quantity, description, size, and price of each drape, audiovisual blind, etc. Wall screens are favored rather than portable screens.

Television receivers and certain accessories are eligible for classroom use when sufficient educational television programs in the critical areas are available. An adequate justification must state the intended use for instructional improvement in an identified critical area or areas. The quality and cost of TV receivers for educational purposes must be considered.

At the time of the request for a television receiver, approval for reimbursable antenna and related equipment, within a building, may be granted. Approvable related equipment includes connections with the antenna; interconnections between two or more receivers when the function is to receive an open circuit broadcast signal; and amplifiers and converters. Towers and masts are not approvable.

Television equipment to produce, transmit, or otherwise broadcast television programs is not eligible. Television cameras, other than those used as a part of a microscope, are not eligible.

Portable television tape recorders are eligible as a device primarily to record programs and playback the same in a classroom. They are not approved for closed circuit television.

Requests for AM-FM radio receivers must be fully documented for specified instructional improvement in a critical area or areas, and for the quantity and quality being requested.

Teacher Preparation of Durable Instructional Materials

When the application for approval includes devices and materials for use by the teacher or his aide in producing permanent instructional materials, this fact should be well documented, and the items listed on a separate page.

The following devices may be eligible:

Bulk erasers
Cameras
Drafting equipment
Dry mounting presses
Laminating machines
Lettering devices and light tables
Duplicating machines (not printing or offset)
Paper cutters and punches
Tape duplicating equipment and splicers
Transparency makers
Typewriters

The following materials are eligible only if adequately justified for quantities and intended uses in making durable instructional materials:

Acetate materials
Components for electronic devices
Components for visual models
Leader and splicing tape
Mounting materials
Transparency production kits

Audiovisual Library Equipment and Materials

Audiovisual library means a facility controlled and operated by a State or local educational agency and used for the collection, custody, cataloging, maintenance, and distribution of audiovisual materials for education in the critical subjects to public elementary and secondary schools.

Specialized equipment for audiovisual libraries serving public elementary or secondary schools, and equipment needed for the maintenance and repair of materials in such audiovisual libraries are approvable when used primarily in providing education in the critical subjects.

> NOTE: Please refer to page 9 , Priorities. Projects of Audiovisual Library Equipment and Materials will be initially given Priority II rating.

X. SPECIAL EQUIPMENT AND FURNITURE

Science Furniture and Related Equipment

Student laboratory tables and teacher demonstration tables are approvable, provided these are clearly distinguishable as laboratory furniture. This generally precludes tops made of the high-pressure plastic laminates and somewhat resistant surface finishes. Tops and sinks of artificial or natural stone, and those which have been treated in depth by special processes to make them resistant to laboratory and student experimental conditions may be approved. Elementary science furniture need not meet the above requirements.

Some examples of approvable equipment are germinating beds, herbariums, laboratory trucks, storage for eligible equipment, and fume hoods. Nonapprovable equipment includes all seating, instructors' desks, chalkboards, bulletin boards, wardrobe cases, notebook cases, glass tubing cases, gem-making equipment, darkroom equipment, reagent shelving, and general filing cases.

Industrial Arts Equipment

Industrial Arts benches and other shop furniture common to industrial arts programs at the secondary grade level are approvable in much the same manner as outlined for science furniture and equipment.

In the elementary schools industrial arts are seldom taught as separate subjects but are instead found to overlap and supplement many curriculum areas, particularly fine arts and sciences. Equipment found approvable for industrial arts at the elementary level must be considered somewhat differently from that found necessary at the secondary level.

Industrial arts at the elementary level deals with processes; processes peoples use in making changes in the forms of materials and increasing the value of these materials in meeting such human needs as food, clothing, shelter, transportation and expression of esthetic impulses.

Equipment and materials relative to activities for elementary school children such as: (1) weaving with twine, cloth, wool and reed, (2) sewing, preparing food, and studying the care of textiles, (3) doing home-mechanics jobs, (4) constructing projects using wood, leather, plastics, and clay, (5) studying industrial processes by use of visual aids and field trips, and (6) caring for animals, plants and shrubs, are approvable.

Calculators

Calculators, when adequately described and justified are approvable for use in instruction in one of the critical areas. For use in school administration work or school business courses, calculators are not approvable.

Planetariums

A major planetarium and its installation, when directly controlled by the school district, located within a school district building, and operated as a part of the school instructional program, may be an approvable project. Such a project must be carefully planned and documented, including an explanation of where it will be located and why, as well as a detailed plan for its practical use in science teaching. A breakdown of the anticipated individual component costs involved should be a part of the request, together with a set of specs for the entire installation. Consultation with the State Education Department during planning is recommended.

Electronic Classroom Equipment

The Foreign Languages Education Bureau of the Department can be most helpful in the design and use of a laboratory. The Department has prepared The Electronic Classroom: A Guide for Planning for your information. This publication is available from the Educational Communications Division, State Education Department, Albany, New York 12224. Teacher involvement beginning with the early stages of electronic classroom planning is recommended.

Tape recorders at pupil positions are considered necessary only for remedial, makeup, or advanced practice work. Recorders should be installed at positions in the rear of the room or in an adjoining room for most effective use.

Requests for approval of electronic classroom equipment in addition to the justification, should include a breakdown of the costs of the principal items, a sketch of the proposed layout, and specifications for the component parts of the installation.

Tables or desks for use in electronic classrooms are allowable only when they are easily distinguishable from general classroom furniture, as by inclusion of electronic equipment. Chairs are not approvable.

Student Booths or Carrels

Student booths or carrels, and related equipment may be approved when the application completely documents the proposed items; where they will be placed; how instruction will be improved; and how they will be supervised. The listing must be made under the single major critical area served. The justification may include several critical areas.

Teaching Machines

Teaching machines are approvable in limited numbers when acquired for instructional purposes, such as for remedial and enrichment use. They are not to be provided for each member of a class or group for simultaneous use. The justification for use must be complete and specific and include information concerning the availability of critical area materials for presentation through the particular machine to be acquired.

Equipment for Handicapped Children

All items eligible for reimbursable purchase are also eligible with respect to handicapped children when adequately justified for their education in one or more of the critical subjects. In addition, the following types of equipment may be eligible when similarly justified--electric typewriters with keyboard shields, braille and large print typewriters; electric page-turning machines; over-bed tables; cut-out and stand-in instructional tables; print enlarger machines; large print maps, charts, magazines, and reference books; stationary and portable auditory training units for teaching, not therapy. Equipment and materials must be listed under the single critical area of major use. Not eligible items include textbooks, seating, consumable materials, and diagnostic, therapeutic, and general purpose equipment.

XI. MINOR REMODELING

Standards

Minor remodeling means those minor alterations which are needed to make effective use of equipment in providing education in the critical areas. Documentation of the need is required. Alterations must be to provide laboratory or classroom space within a completed building owned by the applicant.

Approvable Expenditures

Removing and/or erecting partitions (other than bearing walls); cutting new doors or windows or closing old ones; repairing floors and walls, only where necessary because of damage due to erection; finishing newly erected walls, and installing electrical outlets, plumbing, service lines, and fume hood vents are eligible costs.

Modifying or replacing inadequate utility service lines within a completed building are eligible costs when they meet the above standards.

Converting existing space within a completed building into a planetarium, vivarium, terrarium, observatory or greenhouse, provided that the basic structure and/or the outer confines of the building are not altered, may be approvable expenditures. Add-on greenhouses are not approvable.

The gross claim for minor remodeling may not exceed $2,000 per room.

Minor remodeling projects must comply with all applicable State and local building, fire, and other public safety regulations.

Nonapprovable Expenditures under Minor Remodeling

The costs of such equipment as demonstration tables, laboratory tables, storage facilities, and fume hoods are not minor remodeling; neither are the costs of transporting, uncrating, assembling, placing, and connecting these to services at floor level. These costs are approvable under equipment in the critical area intended, for example, science. Repairs to existing equipment and facilities are not approvable.

The costs of minor remodeling in buildings under construction or not owned and operated by the agency are not approvable.

The costs of transferring equipment from one school building to another are not eligible.

The costs for tearing up a whole floor or ceiling and rebuilding same, or otherwise constructing a new floor or ceiling, are not approvable.

Reimbursement cannot be given for modernizing lighting, heating, or ventilating systems unless incidental to new approvable equipment.

Architects' and consultants' fees are not approvable.

How to Participate

Your attention is called to the Expenditures for Minor Remodeling page in the Application for Approval of Projects (Form A).

1. Labor and material costs must be itemized by the trades involved, namely, general construction, plumbing, and electrical. The itemization, while not required for each small item, must provide sufficient detail to clearly indicate exactly what it is proposed to do. When more than one room is involved, the itemization should be by individual rooms to be remodeled.

2. Sketches and drawings showing before and after remodeling should accompany the application. Descriptions of the type of work to be done, how it is to be done, by whom, and under what conditions are required.

Reports of Approvals Committed and accompanying purchase orders and contracts and Claims for Reimbursement and accompanying invoices must clearly reflect only labor and materials costs which can be readily identified as having been given prior approval on Form A. Descriptive cost itemizations are necessary on the purchase orders, contracts, and invoices. The statement "as per contract" and a total amount will not be acceptable. These must clearly identify the work or materials as items which have been given prior approval. Reimbursement can be made only for items whose prior approval has been established.

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